



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Health Care Engineering.

Agency: Health Care Engineering		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2000-16	<b>PLANS AND SPECS FOR SCHL FACILITIES, HOSPITALS, OUT-PATIENT SURGERY CENTERS, LONG TERM CARE FACILITIES, CHILD CARE</b> Once an approval letter is issued for a facility, a license is issued. Persons or entities submitting the records do not need them returned. The Office of the Attorney General for the State agreed that disposal of the plans and specifications would not affect this Division nor the appeal process. The State Department of Health maintains one (1) copy of the approval letter for the facility.  [Record Series history note: from 2000 to 2007, retention instructions included "TRANSFER the approval letter to the INDIANA ARCHIVES after destruction of the facility."]	DESTROY plans and specifications thirty (30) days after the approval letter is issued by the STATE DEPARTMENT OF HEALTH. DESTROY the approval letter five (5) calendar years after the project is approved by the STATE DEPARTMENT OF HEALTH.